

3/24/97

SUBJ: SUPERVISOR'S COMMITTEE (SUPCOM)

1. **PURPOSE.** This order establishes and redefines guidelines for the organization and function of an Air Traffic Supervisor's Committee (SUPCOM) for the purpose of maintaining open communication with operational supervisors by facility, regional, and national air traffic management.
2. **DISTRIBUTION.** This order is distributed to the Air Traffic branch level and above in the Washington and regional headquarters and all air traffic field offices.
3. **CANCELLATION.** This order cancels Order 1110.90E, dated February 15, 1991.
4. **EXPLANATION OF CHANGES.** This revision includes the following changes:
 - a. Redefines the membership of SUPCOM.
 - b. Addresses SUPCOM participation in the decisionmaking process.
 - c. Defines the center Traffic Management Unit as an area of specialization.
 - d. Establishes July 1 as the date for election of a facility chairperson and August 1 as the date for election of a hub chairperson.
 - e. Redefines responsibilities of the Regional Chairman and provides budgetary support from the Air Traffic Division.
 - f. Redefines national committee composition, adding the Air Traffic Control System Command Center (ATCSCC) chairperson, and clarifies the national officers election process. Also redefines responsibilities of the National Committee members.
 - g. Redefines National SUPCOM support structure.
5. **BACKGROUND.** It has long been recognized that communication between operational supervisors, other Federal Aviation Administration (FAA) managers, and the Director of Air Traffic, AAT-1, is not only beneficial but is essential in maintaining effective management of our daily operation. SUPCOM is designed to handle concerns of operational supervisors as a group and to make the concerns known to FAA field, regional, and national officials. These concerns are identified by the supervisor's direct exposure to actual operating conditions and serve to prevent a misunderstanding between different levels of management.

6. RESPONSIBILITIES.

a. General. SUPCOM's shall be established at the field, regional, and national levels and consist of FG-2152 series supervisors with direct operational responsibilities, hereafter referred to as supervisors. Facility managers shall provide for administrative time and the resources necessary for the SUPCOM representatives to carry out their responsibilities.

b. Participation. SUPCOM's, at the facility, regional, and national levels, shall be included in decisionmaking processes which directly affect supervisors.

c. Facility SUPCOM.

(1) A facility SUPCOM representative shall be elected for a 2-year term by a majority of SUPCOM members at their facility. At those facilities staffed with only one supervisor, that supervisor is designated as the facility SUPCOM representative. In facilities which have areas of specialization, one SUPCOM representative per area shall be elected from each area. For the purposes of this order, traffic management units that have supervisors shall be considered an area of specialization. The facility representative shall be selected from the area representatives. Facilities with more than seven supervisors may elect an alternate representative. When possible, terms of area representatives should be staggered to maintain continuity and preserve experience. Area representatives and alternates shall assist the facility SUPCOM representative and serve in his/her absence.

(2) Election of facility SUPCOM representatives shall be completed by July 1.

(3) Election of hub SUPCOM representatives shall be completed by August 1. The facility representatives from each facility within a hub shall elect the hub SUPCOM representative for a 2-year term.

(4) Facility/hub SUPCOM representatives shall serve as the communication channel on items of interest to supervisors whether originating within the facility or from above.

(5) Facility/hub SUPCOM representative shall meet periodically with the facility/hub manager.

d. Regional SUPCOM.

(1) Membership. The regional SUPCOM shall consist of the following:

(a) En Route. Two members, or one member from each air route traffic control center, whichever is greater.

(b) Terminal/Automated Flight Service Station. One representative from each hub or stand-alone facility.

(c) Other SUPCOM representatives, as determined by the Air Traffic Division Manager and regional SUPCOM chairperson, to ensure appropriate regional representation.

(2) Elections. During the fall meeting, the regional SUPCOM shall elect a chairperson from the current or former members of the regional committee. SUPCOM officers shall also be elected from the options not represented by the chairperson. The option officers shall assist the chairperson in fulfilling his/her duties. Terms of office shall be 2 years or, if the election cycle is interrupted, until the next scheduled meeting. Regional SUPCOM officers should serve no more than two consecutive terms. If an officer is unable to complete his/her term, the remaining regional SUPCOM officers shall select an appropriate replacement. Regional chairpersons may co-occupy facility offices and should continue as members of their facility committees.

(3) Meetings.

(a) The regional SUPCOM should meet at least twice each year, during the spring and fall. As a minimum, it shall meet for up to 5 days once each year.

(b) The regional Air Traffic Division and branch managers should be available to meet with the regional SUPCOM during its meeting.

(4) Regional chairperson shall:

(a) Represent the region at the national meetings.

(b) Chair the regional meeting.

(c) Meet periodically with the regional Air Traffic Division manager on issues and concerns that affect operational supervisors.

(d) Coordinate with the national chairperson on concerns or questions of national significance.

(e) Coordinate with the regional Air Traffic Division coordinator on matters requiring assistance at the regional level.

(f) Provide the Air Traffic Division manager with an agenda of items to be discussed at the regional meetings.

(g) Provide the Air Traffic Division manager with a budget request to finance the SUPCOM requirements for the region.

(5) Regional committee members shall:

(a) Canvass/visit their assigned facilities for comments and suggestions.

(b) Respond, through the regional chairperson, to correspondence or inquiries.

(c) Evaluate recommendations received from any source, and submit for subsequent review and consideration at the regional meeting.

(d) Forward all other items to the regional chairperson for possible submission as agenda material at the national committee meeting.

(e) Advise a facility in advance of an intended visit to ensure local issues are addressed.

e. Regional SUPCOM Support. The Air Traffic Division shall, to the extent possible, provide budgetary support and ensure that an adequate amount of time is allocated to regional, hub, and facility SUPCOM representatives to carry out their duties. In addition, a regional specialist shall be designated to serve as the SUPCOM coordinator. The coordinator shall:

(1) Provide assistance to the regional SUPCOM representative.

(2) Assist with arranging the regional meetings and ensuring that ancillary needs are available during the course of the meeting.

(3) Serve as counsel to the regional chairperson on matters requiring assistance at the regional level.

f. National SUPCOM.

(1) Membership. The national committee shall be comprised of:

(a) The regional chairperson from each region and the regional option officers from the remaining two options.

(b) One representative from the ATCSCC.

(2) Elections. The national chairperson shall be elected from the previous year's national officers and may serve only two consecutive 1-year terms. In the event that none of the previous year's national officers are available to serve as chairperson, the national chairperson shall be elected from the current or former committee members who are regional officers for at least 1 year.

(a) All other national officers shall serve no more than two consecutive 1-year terms. The national officers shall be elected from the current or former committee members who have served as regional officers for at least 1 year.

(b) In the event the national chairperson is unable to complete the elected term, the national officers shall designate a chairperson to complete the term.

(c) If a national officer vacancy occurs, the remainder of his/her term shall be completed by an appointment from the same option made by the national officers.

(3) National committee members shall:

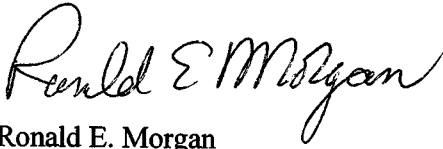
(a) Meet with AAT-1 annually, usually during the month of January, for at least a 1-week period in Washington, D.C., or other selected site.

- (b) Serve as counsel to other national committee members.
 - (c) Assist other national committee members in consolidating regional responses to a national proposal into one position.
 - (d) Work directly with other national committee members to resolve any problems that may arise.
 - (e) Represent the region's position at the national meetings.
- (4) The national chairperson shall:
- (a) Serve as the national focal point on issues of concern to supervisors.
 - (b) Work directly with the national SUPCOM coordinator to resolve any problems that may arise and plan for the national meeting.
 - (c) Through consultation with the national coordinator, establish a location for a meeting with the regional chairpersons each year for up to 5 days, usually in April or May, to review organizational goals and objectives.
 - (d) Maintain liaison with the Airway Facilities SUPCOM, the national employee involvement coordinators, and the bargaining unit representatives on issues of mutual concern.
 - (e) Chair the national meeting.
 - (f) Provide the Program Director for Air Traffic Operations, ATO-1, with a budget request to finance the National SUPCOM requirements.
- (5) The national officers shall:
- (a) Serve as the national coordinator for assigned regions, working directly with the regional chairperson.
 - (b) Attend the regional meetings to provide continuity and counsel to regional SUPCOM committees.
 - (c) Serve as the national coordinator on items of interest that pertain exclusively to his/her option.
- g. National SUPCOM Support. The Program Director for Air Traffic Operations, ATO-1, shall:
- (1) Be responsible for budgetary support of the SUPCOM program.
 - (2) Provide automation support for the national officers.
 - (3) Designate a specialist to serve as the SUPCOM coordinator who shall:
 - (a) Provide assistance to the national SUPCOM officers.

(b) Assist with arranging the national meeting and ensure that ancillary needs are available during the course of the meeting.

(c) Serve as counsel to the national officers on matters requiring assistance at the national level.

(d) Serve as the central point for all correspondence pertaining to national matters.

A handwritten signature in black ink, reading "Ronald E. Morgan". The signature is written in a cursive style with a large, stylized 'R' and 'M'.

Ronald E. Morgan
Director of Air Traffic